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Adm-7.4

DD/S&amp;T 1428-64

7 May 1964

MEMORANDUM FOR: Director of Logistics

ATTENTION :

25X1A9a

Chief, Printing Services Division

SUBJECT :

Supply of a Xerox Model #914 Copier

1. With the cooperation and assistance of your office, on 6 November 1963, we requisitioned on a rental basis, a Xerox Reproduction Machine Model #813 to service the needs of our Immediate Office. Although the Model #813 was adequate at the time it was first delivered and is still acceptable to meet some of our requirements we now find due to an increase in the scope of our activity that the Xerox Model #914 would be much more suitable. We have been advised that the #914 is capable of reproducing the larger sized reports we have been asked to furnish on a regular basis. Further, because of the proportionately lesser cost for the larger volume of traffic which the #914 offers as compared with the #813, the rental of the #914 will ultimately prove to be less expensive.

2. For these reasons we ask that you initiate the necessary action to replace our Xerox Model #813 with the Model #914. We would propose to retain the Model #813 until it is replaced.

25X1A9a

Chief, Administrative Staff  
DD/S&T

Attachment

Requisition No. 6055-85-64

Distribution:

Original &amp; 1 - Addressee

25X1A9a 1 -

1 - S&amp;T

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

/4427/mac (May 1964)